



# Tyndall College

## Code of Positive Behaviour

### 2022 - 2023



#### **Principal**

Mr. Gerry McGill

Baile Mhoirtéal,  
Bóthar Chill Chainnigh,  
Ceatharlach, R93 N5V2

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Mortarstown, Kilkenny Road,  
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Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
Kilkenny and Carlow  
Education and Training Board

Charity No. CHY20923



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**Deputy Principals :** Ms. Emer Morrissey & Ms. Maria Quinn

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## Abbreviations

BOM	Board of Management
BFL	Behaviour For Learning
COPD	Code of Positive Behaviour
CPD	Continuous Professional Development
NEWB	National Educational Welfare Board
PA PC	Parents Association /Parents Council
SC	Student Council
SCP	School Completion Programme
SEN	Special Educational Needs
SELS	Social Emotional Learning Supports
SST	Student Support Team

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## **Code of Positive Behaviour (COPB) – Tyndall College:**

### **Introduction:**

### **Tyndall College Mission Statement:**

“Tyndall College provides excellent second level education in a student-centered, co-educational environment. It is our intention to lead students on their journey to reach their individual potential and to encourage them to make a positive contribution to society.”

### **The Foundation Pillars of Tyndall College**

- Celebration of the diverse and unique identities of our students, by placing them at the centre of the educational process, and by providing a commitment to making a positive difference to the lives of our students
- Empowering students with the knowledge, skills and capability to become caring and valued members of society and leaders of learning
- Excellence in teaching and learning, providing an inclusive, high quality and holistic educational experience
- Working together in a democratic way with students, parents, members of staff and the local community to build a vibrant school community, and to encourage partnership and participation at all levels

### **Rationale:**

To fulfil the above and in acknowledgement of our collective responsibility, this Code of Positive Behaviour (COPB) has been formulated to replace and / or update all preceding COPB. It has been formulated in accordance with NEWB Guidelines and to comply with all statutory and legislative requirements.

### **Partnership:**

The BOM, Staff, Parents and Pupils of Tyndall College acknowledge and accept their collective responsibility to act in a manner that promotes a positive, mutually respectful and tolerant school climate.

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### **Scope:**

This Code Of Positive Behaviour encompasses the day-to-day procedures and protocols, (a) specified in our School Journal (b) appended to this document, (c) and that may be developed from time to time. Its' remit is always when the pupil is:

- At school, representing the school or wearing the school uniform.
- Travelling to and from school.
- Associated with the school.
- Outside of school time where the conduct of a pupil affects the welfare of a member/members of the school community or brings the school into disrepute.

### **Goals/Objectives:**

This Code of Positive Behaviour (COPB) sets out to:

1. Enable the Principal to carry out their responsibility to maintain order and good discipline in the school.
2. Ensure that the school's high expectations regarding the behaviour of all our pupils are widely known and understood.
3. Encourage and reinforce good behaviour; self-respect and respect for others; respect for property and the school environment.
4. Promote a school environment that is conducive to excellent teaching and learning in which, in so far as is possible, every pupil can benefit from and make a full contribution to the life of the school.
5. Enable pupils to play an active part in formulating and regularly reviewing our Student Charter (Appendix 1) thus encouraging them to take personal responsibility for their behaviour.

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## **Supports / Structures / Procedures to Promote Positive Behaviour:**

### **School Journal:**

Our School Journal informs pupils and parents of our expectations in relation to pupil behaviour and provides easy access to essential 'General School Information & Procedures'.

It is also a method of communicating with parents regarding matters that pertain to our COPB, e.g. it is a record relating to 'Behaviour' (positive and negative), 'Absences', 'Classwork / Materials / Homework', 'Uniform / Mobile Phones / Electronic Devices', etc. These records require parents to sign / countersign them, thus explicitly inviting them to both support our Code of Positive Behaviour and to be actively involved in its administration.

### **VShare:**

The school's information portal which is used to store all reports and data held by the school on the pupils. It is used as a communication tool between teachers and teachers and middle and senior management. It is also used as a communication tool between the school and parents /guardians.

### **Tyndall College Student Charter:**

This is a core component of our COPB. This Charter was formulated primarily by the pupils and teaching staff and audited and amended by representative members of the Student Body (SC). It will be displayed in prominent areas of the school. This Charter will be reviewed on an ongoing basis.

### **Monitoring Pupil Behaviour:**

Behaviour Reports constitute a modulated and progressive recording of positive and negative behaviours. They provide opportunities for pupils to discuss both positive and negative behaviours with their teachers, class tutors, and with their year heads and to work towards obtaining more positive reports and fewer or no negative reports. Reports are evaluated at Year Head meetings with the Principal and Deputy Principals. These are recorded on VShare.

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### Class Tutors:

Class Tutors play a critical part in fulfilling our school's mission to provide a caring, inclusive environment for our pupils through their special care of one class group. Class Tutors are assigned to each class group at Junior Cycle. At Senior Cycle though Year Heads and Programme Co-ordinators assume responsibility for full year groups tutors are still assigned to support students.

Guidance Counsellors/ Behaviour For Learning / Learning Support / Resource Staff / School Completion Programme Staff also apply their expertise and specialist training to facilitate optimal learning and best behaviour.

### Year Heads:

Year Heads take, on behalf of the school community, the role of overseeing the welfare of a year group(s) so that learning at every level of the student is supported. The Year Head supports the Class Tutor and Subject Teacher in responding to the general welfare needs of their students. Year Heads will co-ordinate the setting of structures for students whose conduct is unacceptable in order that the student may adjust their behaviour to a positive pattern. Year Heads may request support from parent/guardian and/or Student Support Team in promoting appropriate conduct, supporting individual or group welfare needs, or addressing inappropriate behaviour. Year Heads have access to all relevant information pertaining to their student group in order to fulfil their role.

### Student Support Team:

To support and assist the implementation of the policy. The Student Support Team includes:

- Guidance Counsellors
- Behaviour For Learning Coordinator (SELS)
- Resource Teaching Coordinator
- SEN Coordinator
- Home School Community Liaison
- School Completion Coordinator
- Year Heads
- Class Tutors
- Pastoral Care Team
- Deputy Principals
- Principal

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The Student Support Team's role is to support teaching and learning by and through the provision of appropriate supports and interventions as required. To facilitate this work, this team will communicate through a regular programme of meetings.

The various roles of Guidance Counsellors, Behaviour For Learning Coordinator, Special Educational Needs Coordinator, Home School Community Liaison Officer, School Completion Coordinator, and their interventions/programmes in the Pastoral Care of school students, are detailed in the specific policies governing these aspects of school life.

#### Assemblies:

Assembly takes place for year groups at varying times throughout the academic school year. Assemblies are called by the Year Head. Assembly places the focus strongly on positive behaviour and student achievement. Assemblies are an opportunity for school management to recognise student achievement at all levels.

#### Suitable Curriculum / Classroom Management:

We constantly evaluate the curriculum provided in our school particularly for pupils. We modify the curriculum and seek to provide additional programmes to ensure that each student flourishes in a productive and encouraging environment. Teachers constantly evaluate their classroom management and teaching strategies to improve the learning environment for all pupils and to help minimise instances of unacceptable behaviour. School Management regularly arranges in-school CPD and / or encourages teachers to be involved in CPD to improve their teaching strategies.

#### Student Council (SC):

The Student Council gives an important, empowering role to our pupils. It is their elected, democratic voice. It provides the opportunity for pupils to give their opinions, to initiate improvements, to liaise with school management, to advocate on behalf of all pupils. The SC has a positive impact on the life of our school community. For example, the SC played a formative role in the formulation of our Student Charter.

#### Parent Council/Parents Association (PC)

Parents play a pivotal part in promoting positive behaviour in our school. We acknowledge the excellent behaviour of our pupils. We acknowledge the contribution of parents to the formulation of the COPB; their regular signing of the School Journal; their daily / weekly checking of their son's / daughter's School Journal; their notifying the school when their son / daughter is absent; their reading and discussion of The Student Charter with their sons / daughters from time to time; their ensuring that their sons / daughters comply with

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the rules / procedures / protocols set down in all relevant school policies but particularly in the Student Charter; their prompt communication with the school when matters relating to breaches of our COPB come to their attention.

Tyndall College Parent Charter (**Appendix 1**) clearly amplifies the expectations and responsibilities of parents.

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## Classroom Rules

1. Students are to be on time for every class. Students who are late will be subject to interventions, supports or sanctions as appropriate.
2. Students are requested to have their books, equipment and materials for class.
3. Chewing Gum is not permitted on the school grounds of Tyndall College. Students who chew gum on the grounds of Tyndall College will face the following sanctions:  
First Offence: A request to dispose of the chewing gum.  
Second Offence: Student placed on Evening Detention.  
Third Offence: Student placed on litter duty for a period of one week.
4. Students are requested to complete homework and classwork to the best of their ability.
5. Students must enter rooms in an orderly fashion and sit in the seats assigned by the teacher.
6. Students are requested to remain in their seat at all times unless permission to move is given by your teacher.
7. When a teacher assigns “Group Work” in the classroom, students must sit in the assigned grouping.
8. Students are requested to take out books, materials and student journal promptly on arrival to class.
9. Students are asked to listen attentively during class.
10. If you want to ask a question, please raise your hand.
11. Students are asked to be respectful to your fellow classmates and teacher.
12. Students must participate in classwork at all times
13. Students are requested to follow their teachers’ instructions at all times.
14. Students are asked not to disrupt teaching and learning in class.
15. Students must write down your homework in your journal in every class.
16. Students are requested to tuck in their chair and pick up any rubbish underneath the desk and place it in the rubbish bin on exiting the classroom.
17. During last class students are asked to place their chair/stool on the table prior to leaving.
18. Students must sit in your seat at your desk and leave only when given permission to do so.
19. Students will not be allowed to leave the room during class time except in exceptional circumstances. Students must not leave classes to go to lockers during class time. Students may not leave a class during the first or final 10 minutes.
20. Upon leaving class students must have a green hall pass and a bathroom key. It will be recorded on VsWare. It is the responsibility of the student to have the a hall pass and to produce it to supervising staff when asked. It is the responsibility of the student to the teacher. Failure to return the key will result in automatic suspension. The observance of the Code of Conduct and these Rules and Regulations, so far as it applies to the individual student, is his/her personal responsibility.

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## School Rules

1. Students are asked to be respectful and courteous to staff, guests and visitors at all times.
  2. Students may access the building via the main entrance ONLY in the morning after lunch.
  3. Students are asked to walk on the left-hand side of the corridor and stairs when moving to and from class and at lunch time.
  4. Students are asked to eat in designated areas only while on the school grounds.
  5. The main stairwell can only be used to go up to the 1<sup>st</sup> and 2<sup>nd</sup> floor. Students may not use it to come down floors.
  6. Students may use the central stairs, stairs at Room 013 and Room 001 (Art Room) for access to/from the first floor.
  7. Students may use the central stairs, stairs at Room 112 and Room 101 (Home Economics) for access to/from the second floor.
  8. Students may use the central stairs, stairs at Room 211 (Library), and Room 245 (Home Economics) to go downstairs from the second floor to the first floor.
  9. The stairwell at Room 129 (Computer Room) is not to be used to access the Ground floor unless in the event of a fire alarm.
  10. The stairwell at Room 129 (Computer Room) can be used to access the 2<sup>nd</sup> Floor to Room 225
  11. The stairwell at Room 225 on the 2<sup>nd</sup> floor can be accessed to go down to the 1st Floor Room 129 (Computer Room). It cannot be used to access the Ground Floor unless in the event of a fire alarm.
  12. Junior students (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Years) may not leave the school grounds at lunch time. Senior students (TY, LCA 1 & 2, 5<sup>th</sup> & 6<sup>th</sup>) may leave the school grounds at lunch time only. All students must remain on school grounds at morning break. Breaches of this rule will result in automatic suspension.
  13. Students may not enter unauthorised areas during the school day unless accompanied by a staff member.
  14. Students may only access designated bathrooms. There are separate Junior and Senior bathrooms on each floor. There are two non-binary bathrooms 054 and 072. Students must use the bathrooms on the floor their class is timetabled and not change floors. See point 19 & 20 in classroom rules .
  15. Students must leave by their designated year group exits at the end of the school day.
- No Students are allowed up to 1<sup>st</sup> or 2<sup>nd</sup> floor at break and lunch time without the permission of a staff member
  - Out of Bounds for ALL Students 1st- 6th Year
    - Engineering corridor past the Science Demonstration Room 065 on ground floor at Break and Lunch
    - 1<sup>st</sup> and 2nd Floor at break and lunch unless a teacher has given permission.

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- Back Stairs at Room 030 on ground floor no access to any floor up or down from here.
  - Outside of the Tyndall College building down by Room 30/40 past practical classrooms and behind the Sports Hall on the town side of the campus.
  - The boundary for Tyndall College is the Sports Hall opposite the Handball Alley, past this is entirely out of bounds.
  - The Carlow Institute of Further Education CIFET grounds from the Sports Hall to the back of the CIFET building – including Polly tunnels, green houses etc. are out of bounds.
  - The CIFET Building itself is out of bounds
  - All Carparks are out of bounds
16. Facility Management Company – Mr. Burke is the Facility Manager his team have the responsibility of overseeing and maintaining the school building and grounds. They are in charge of ensuring everything is in order, clean, tidy and in a good state of repair. The Facility Manager will report all incidents to Senior Management including students who are in the out of bound areas. There is a state of the art integrated cctv system in place and any vandalism, graffiti, damage done will be thoroughly investigated and if students are found culpable then it will lead to sanctions and/or fines. All damage must be paid for in full at the Parent/Guardian/Students expense.
- The sanction for a breach of Out of Bound rules are as follows:
- First Offence: Evening Detention the day of offence
- Second and Subsequent Offence: Automatic 1-day suspension
17. Smoking/Vaping is strictly prohibited
- Breaches of this rule on school grounds/campus will result in automatic 1-day suspension. Further breaches will result in further suspensions. The school grounds include the entire campus and from the main gateway to the red brick house – Irish Wheelchair Association on the Carlow Town side to Realta Clinic on the Kilkenny Roadside.
  - Smoking/Vaping in the school building will result in an automatic 3-day suspension. Please note school authorities do not need to see a student smoking/vaping or with the item in hand.
  - Items such as vapes/canisters/tobacco/lighters/papers, this list is not exhaustive will be confiscated, not returned and destroyed.
18. Any vandalism, graffiti or damage done in the school buildings or on the educational campus will be thoroughly investigated and if students are found culpable then it will lead to sanctions and/or fines. All damage must be paid for in full at the Parent/Guardian/Students expense.
19. Electric Scooters are not permitted on the Tyndall College school campus.
20. Students driving to school must have 1. Full Drivers Licence. 2. Must apply for a Tyndall College Parking Permit. 3. May not use the vehicle during the school day and /or at break and lunchtime. **AGRICULTURAL VEHICLES ARE NOT PERMITTED.** Tractors, diggers, quad bikes, scramblers etc, this list is not exhaustive are not permitted.

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21. Student conduct while in school or representing the school is very important. Students involved in fighting will face automatic suspension. Students may not be allowed to represent the school as part of teams / events.
22. Any student who verbally intimidates another student will be subject to our Anti Bullying Policy and will face serious sanctions.
23. Student social spaces must be kept, clean, neat and tidy – Management reserve the right to close/move/remove social spaces with no prior notice.
24. Students representing the school are subject to our school trips policy and breaches of the code of behaviour will result in sanctions as per the policy.
25. Tyndall College is an inclusive school and will not tolerate any intimidation of any member of our school community. Verbal abuse of any member of our school community will be taken very seriously and will result in serious sanctions beginning with automatic suspension.
26. Students must not engage in public displays of affection in the school buildings on the approach to or on school/campus grounds. Parents/Guardians will be contacted.
27. Tyndall College recognises the special position of staff members in the community. Tyndall College Board of Management will not tolerate any abuse, intimidation or bullying of our staff during or outside of school hours. Breaches of this will lead to immediate Board of Management referral and automatic suspension.
28. Tyndall College is NOT responsible for the loss or damage to any personal items. Students should have their lockers locked at all times. Tyndall College will accept no responsibility for loss or damage to student property. We will not be replacing any lost or damaged items. At the end of the school year you must clear your locker. Any items left will be disposed of.
29. Students are asked to bring a filled reusable water bottle to school and are not allowed to bring Fizzy or Energy Drinks these are prohibited and will be confiscated and binned. This includes cola, Lucozade, BPM Focus, Red Bull, Monster etc. This list is not exhaustive.

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## Break & Lunch Time in Tyndall College

**Senior Break 9.43am – 9.58am**

**Junior Break 10.41am – 10.56am**

- Fruit is provided free of charge to students who wish to avail of it at morning break.
- There is also a tuck shop available for students to purchase snacks. Please bring your own reusable water bottle as there is no single use drink bottles sold in school.
- Food must be eaten in the designated area and may not be brought outside or upstairs.
- All drinks must have a lid, students are not permitted to carry open containers around the building. Students are not permitted to have fizzy/energy drinks in school
- All students (Junior & Senior) must remain on the school grounds at break time.
- Students may not enter unauthorised areas at break time as per school rule 12 and 13 of this journal.
- All Students must remain downstairs on ground floor during morning break.

**Lunch time For All Students Junior and Senior in Tyndall College is from 1.06pm until 1.41pm.**

- Food is available to all students at lunch time.
- There is also a tuck shop available for students to purchase snacks. Please bring your own water bottle to refill as there is no single use drink bottles sold in school.
- Junior students (1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> Years) must remain on the school grounds at lunch time. Senior students may leave upon completion of the “Lunch Pass” section of this journal.
- Students may not enter unauthorised areas at break time as per school rule 12 & 13 of this journal.
- All students must remain on the ground floor at break and lunchtime. Students may eat only on the ground floor. There is no permission to go to the 1<sup>st</sup> or 2<sup>nd</sup> floor.

### **General Guidelines for Break and Lunch time**

- (a) Students are requested to tidy up the designated eating area and put all rubbish in bins provided.
- (b) Students are expected to follow the school rules during break and lunch time.
- (c) Students are expected to organise their equipment for the school day.
- (d) School bags must be left in an orderly fashion and collected and organised with books and equipment before class starts. Each student is responsible for his/her school bag. Students must have their school bag with them every day and students must bring their school bag home every day.
- (e) Tyndall College is a nut free school please do not bring any nuts products to school as we have members of the school community who are highly allergic.

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### **School Bags**

Each student is responsible for his/her school bag. Students must have their school bag with them every day and students must also bring their school bag home every day.

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Tyndall College  
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#### **Deputy Principals**

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Kilkenny and Carlow  
Education and Training Board

**Charity No. CHY20923**



## Tyndall College Uniform Policy

Tyndall College requires that all students adhere to our uniform guidelines. These guidelines require all students to present themselves for school neatly and in full school uniform.

As part of my commitment to my school, I will wear my uniform with pride. I understand and agree to uphold the uniform policy, I agree to:

- Purchase the uniform from the official school supplier
- Wear my uniform to school everyday
- Present myself for school wearing the full Tyndall College uniform in a neat, clean and appropriate manner without modification. E.g. No tying knots in school jumper or rolling up school skirts etc.
- Students are not permitted to wear hats of any variety in the school buildings, classrooms or on school/campus grounds at any time. Examples include baseball/peak hats, wool hats, do-rags, bandanas, etc – this list is not exhaustive. They will be confiscated and returned at the end of the school day.
- Students who wish to observe the religious practice of wearing a hijab must wear a green /navy one as per the colour of their year group school jumper.
- Please make sure students name is on all items including uniform and pe uniform

### Tyndall College School Uniform

- Tyndall College School Uniform Jumper (1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Year Green Jumper, TY LCA 5<sup>th</sup> 6<sup>th</sup> Years Blue)
- Navy Trousers OR Tyndall College Skirt- Skirts may not be rolled up.
- White Shirt
- Navy socks or tights
- Shoes (AV8's are acceptable) OR all Black Runners (no logos)

### Notes

- Leggings/Jeggings/belly/muscle tops may not be worn under any circumstances. Students may not wear leggings/jeggings/tracksuit/jeans, trousers with slits, holes, cuts etc or shorts instead of school trousers OR skirt. This list is not exhaustive.
- Students wearing incorrect uniform will have it recorded in the Uniform Book and Student Journal and may be sent home to get their correct uniform.

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### Physical Education Classes

- Student may wear their PE uniform on days they have PE only.
- PE gear includes
  - (a) Tyndall College Half Zip Top – **Compulsory purchase for all students** from Shaws or from School Uniforms Direct in Baltinglass 0868983937
  - (b) Tyndall College tracksuit bottoms only no combat style/camouflage/other colours or tracksuits with holes/slits/cuts etc. Leggings may not be worn for PE. **Compulsory for all students.** purchase from Shaws or from School Uniforms Direct in Baltinglass 0868983937
  - (c) Tyndall College t-shirt or White t-shirt or polo shirt. Belly/Muscle tops are not permitted.
  - (d) Students must wear non-marking, light soled trainers. Fashion runners (i.e. Converse, pumps, vans etc.) and dark soled trainers are not permitted in the sports hall and will not be allowed. Students wearing these will be counted as not having correct uniform and will not take part in class that day.

### School Matches/Trips

- Students must wear their full school uniform when attending matches or events

### After School Training

- Students must wear their full uniform to school on training days and change into their sports gear after school.

### If a Student is Not in Full School Uniform The Following Sanctions Apply:

**First Offence:** A note must be presented explaining lack of uniform. The student must wear a uniform sticker on their jumper. This will prevent further questioning from staff during the day. Students to be provided with spare uniform on the day from the school and must be returned before they leave at the end of the day. Non-compliance on this matter may result in parents being contacted and students sent home to return in full and correct uniform.

**Second Offence:** The student will not be permitted entry to school. Parents will be contacted. The student may only return once wearing full uniform.

**Subsequent Offences:** Parents will be contacted in an attempt to find a resolution. Students who do not present in full uniform continuously will not be permitted entry to school.

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## **Tyndall College Mobile Phone Policy**

Mobile Phones are not permitted in, near or on the approach to the school grounds of Tyndall College.

- It is absolutely prohibited to photograph, film or record another person on school grounds or on school related activities. Any student found in breach of this rule will receive an automatic 3-day suspension.
- Parents who wish to contact their children or vice versa may do so via the school telephone.
- Any student who displays a mobile phone (regardless of whether the phone is switched on or not) will have their phone confiscated.
- If the outline of a mobile phone is visible on the student's person, it is subject to the mobile phone policy of the school and will be confiscated.
- Tyndall College authorities may check a mobile phone to ensure that it has not been used to photograph, film or record any other person or persons.
- Students may not wear headphones/earbuds of any kind on the school/campus grounds or in the building unless sanctioned by school management.

**\*\* In the event that a student needs to have a mobile phone in school. The phone may be handed in to the school office and will be returned to the student at the end of the school day.\*\***

The following are the sanctions which apply to students who have their mobile phone confiscated:

**1<sup>st</sup> Confiscation:** Phone will be returned to the student at the end of the school day

**2<sup>nd</sup> Confiscation:** Phone will be returned to parent/guardian after one day

**Further confiscations:** Phone returned to parent/guardian after two days.

Refusal to hand up a mobile phone to school management will result in an automatic 1-day suspension.

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## Tyndall College – Make Up Policy

Senior Students (Transition Year, LCA, Fifth Year and Sixth Year Students) may wear a discreet amount of make-up.

Junior Students (First Year, Second Year and Third Year Students) **are not allowed to wear make-up.**

Gel/Tipped/Acrylic/Stick on nails (this list is not exhaustive) may pose a health and safety risk and may not be appropriate in subjects including Home Economics, Woodwork, Metal Work, PE etc. this list is not exhaustive. Owing to the wearing of such nails Students may not be able to partake fully in these subjects. As a result, students may miss out on aspects of the learning as Health and Safety is the priority. Tyndall College is fully compliant with the specific Health and Safety rules regulations and protocols of each subject area.

The following sanctions will apply to students that refuse to follow this rule.

**First Offence:** The student will receive a verbal warning and will be instructed to remove the make-up. The incident will also be recorded.

**Second Offence:** The student will receive a verbal warning and reminder of the school rules and will be instructed to remove the make-up. Parent/Guardian will be notified of the offence.

**Third & Subsequent Offence:** The student will be refused entry to school. A parent/guardian will be contacted to collect their child and the student may only return to school when they agree to comply fully with the make-up policy.

NB: Any student that refused to remove make-up when instructed to do so will receive an automatic one-day suspension.

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## Tyndall College – Jewellery Policy

Students are permitted to wear **small earrings** (e.g. studs). Piercings in ears must not be of length or type that could cause a health and safety risk to themselves or others e.g. get caught in hair pose Health and Safety risk etc. On request students must remove them immediately. Other types of ear piercings are not permitted.

Students may wear one small nose piercing of a stud type, not a hoop, ring etc. This list is not exhaustive. The nose piercing must be removed for PE lessons and all sports events.

The following items are not permitted on the school grounds:

- (a) Hoops, long, dangling earring, this list is not exhaustive
- (b) Facial/Head piercings of any type. Eyebrow piercings, lip piercings, cheek piercings this list is not exhaustive.
- (c) Lip piercings of any type
- (d) Retainers (plastic bars to keep piercings open) may not be worn.
- (e) Plasters to cover or conceal piercings are not permitted.
- (f) All other visible body piercings are not permitted.
- (g) No Rings (fingers) – this is to ensure the safety of all students.
- (h) Expanders/tapers/spacers/hoops/long dangling earrings
- (i) The above example list is not exhaustive management reserve the right to introduce new examples to this list at any stage.

The following sanctions will apply to students that refuse to follow this rule:

**First Offence:** The student will receive a verbal warning and will be instructed to remove the piercing. The incident will also be recorded.

**Second Offence:** The student will receive a verbal warning and reminder of the school rules and will be instructed to remove the piercing. These will be confiscated and returned at the end of the school day. Parent/Guardian will be notified of the offence.

**Third & Subsequent Offence:** The student will be refused entry to school. A parent/guardian will be contacted to collect their child and the student may only return to school when they agree to comply fully with the jewellery policy.

**NB:** Any student that refused to remove an item of jewellery when instructed to do so will receive an automatic one-day suspension.

**Tattoos:** Tattoos must be covered and not visible in any way. Students in breach of this will be subject to the jewellery policy as above.

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## Late for School

Students that present late for school must sign in and have a written explanation for being late.

### *Students who report late to school*

- Students who are late should have a note from a parent/guardian upon arriving late.
- Students are expected to be present in school by 8.45am and to be in class after lunch by 1.41pm.
- Students who are marked late on **two** or **more** occasions in a week in the absence of a note from a parent will do evening detention on the day of the second and subsequent lates.
- Lates and detentions will be stamped in the student journal.
- Students who are continuously late for class will also face evening detention.
- **NB: If a student is continuously late for school, parents/guardians will be contacted and required to meet with school management in order to find a resolution to late coming.**

### \*\*\* Please Note

- Morning classes start at 8.45am. All Students should be onsite by 8.40am at the latest.
- Afternoon classes start at 1.41pm. Senior students should be back onsite by 1.36pm.

Sanctions will be imposed for students who present late continuously

## **Attendance**

All students are expected to attend on time and in full school uniform every day.

However, in the event of student absence please adhere to the following:

- (a) If a student is absent on a given day, the parent/guardian is requested to contact the school via email or via the main office.
- (b) On return to school students must present a “reason for absence” note to their Year Head at morning assembly. Please use complete the reason for absence docket in the Student Journal and not lose paper.
- (c) All medical/dental absences must be fully certified. The cert must be presented to the Year Head the day after the absence.

Parents will receive correspondence from the school regarding attendance in the following circumstances:

- (a) When a student has reached 5 uncertified absences from school.
- (b) When a student has reached 10 uncertified absences from school.
- (c) When a student has reached 15 uncertified absences from school.

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**PLEASE NOTE: An Uncertified Absence is an absence which does NOT have a medical/dental certificate detailing why the student was absent. The medical certificate must have the correct dates matching the absence(s).**

The school will contact the Department of Social Protection upon the student reaching 5 uncertified absences.

When a student reaches 20 unexplained absences the school is mandated by law to inform the Education Welfare Officer.

## Permission to Leave School

Students may not leave the school premises during the school day without permission from school management.

If a student needs to leave the school premises during the school day the following steps **MUST** be followed:

1. The student must bring a signed note from a parent/guardian to the office in the morning before 8.45am giving details of the reason for leaving the school grounds and the time that they will be leaving.
2. The student must come to the office at the time they are due to leave and wait outside the office to be collected by a parent or guardian.
3. The parent/guardian must come into school and collect the student from the office in Tyndall College and sign the student out. **Parents/Guardians may NOT arrange to collect the student at an alternative venue.**
4. **ONLY the Parent/Legal Guardian of a student may sign the student out and collect the student unless the student is over 18 years of age.**
5. Students may not sign themselves out unless the student is 18 or older.
6. A phone call from a parent giving permission for a student to leave the school grounds will not be accepted. The student **MUST** be signed out by a parent/guardian.
7. Any student that leaves the school grounds without prior permission will receive an automatic 1-day suspension.

The above guidelines are to ensure the safety of our students at all times.

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## After School Detention

A student who regularly disrupts teaching and learning, or who fails to comply with school rules may be placed on Evening Detention.

Evening Detention is from 3.40 pm until 4.40pm Monday, Tuesday, Wednesday & Thursday; from 12.55pm until 1.55pm on Friday.

Further breaches of the school Code of Behaviour could lead to Saturday Detention from 8.45am until 1.00pm.

Parents will be notified in advance and may have to collect their child at the end of the Detention Period.

Students who fail to turn up for Evening Detention will receive an automatic 1-day suspension and will have to complete their Evening Detention on return to school.

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## General Guidelines

### *Students wishing to change level*

- Students must inform their current subject teacher and show written consent from their parent/guardian
- The student should then go to their Year Head with this information.
- The Guidance Counsellor will then meet with the student and discuss the reason for change.
- The Guidance Counsellor will also meet with the subject teacher(s) involved.
- A decision will be communicated to the student and parent/guardian via the Year Head after this consultation process.

### *Illness*

- If a student is ill during school, they must remain in class. The Class teacher will send for Management.
- Students do not have permission to use their own mobile phones if feeling unwell. They must come to the office AND WE WILL CONTACT THE PARENT/GUARDIAN.
- The parent/guardian are the only ones who can sign the student out of school, other family members or friends are not permitted to do so. Please ensure you complete the “sign out book” at reception.
- Where a student has a parent/guardian’s permission to make their own way home it must be communicated to Senior Management/Year Head who will sign them out.
- If a student feels sick during break or lunch times they must report immediately to the staff member on duty. Contact will be made with home and inform the parent / guardian that their child is unable to continue in school. On collection the parent / guardian is requested to sign the 'sign out book' at reception.
- On return to school students to present note & medical certs were appropriate. Parents may communicate absences through VSWare App.
- There are conditions that are contagious, and students are asked to stay at home until they have sought medical treatment and are no longer infectious /contagious. These include but are not limited to chicken pox, conjunctivitis, norovirus (winter vomiting bug) impetigo, influenza and influenza like illness, measles, mumps, ring worm, scabies, slapped cheek syndrome etc. This list is not exhaustive.
- We ask parents/guardians to check students hair regularly for headlice. In order to prevent the spread of headlice a student may be asked to remain at home until they are treated and found to be clear of all headlice.

### *Medical Emergency Procedures*

- In the event of an emergency, every effort will be made to contact a parent / guardian so that they may accompany their child to the doctor / hospital.

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- In the event of an emergency the school will call for an ambulance.
- If a parent / guardian is unable to get to school, a member of the school's staff may if available accompany a student taken to hospital by ambulance and will stay until the parent/guardian arrives.
- Health professionals are responsible for any decision on medical treatment when Parents/Guardians are not available.

#### Chronic/ Long-Term Medical Needs

- The school needs to know about any medical needs at the time of enrolment before the student commences in Tyndall College or when a student first develops a medical need.
- For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.
- Parents/Guardians are asked to give the school the following information:
  - Details of student's condition
  - Special requirements
  - Who to contact in an emergency
- Complete a Health Care Plan – please make an appointment with Year Head /Senior Leadership Team

#### Medicines

- Tyndall College does not carry or administer any form of medication.
- Students with Medical conditions requiring on going medicine must meet with Year Head/ Senior Leadership Team and complete a health care plan.

#### Nut Allergies

- Please note Tyndall College has a complete nut ban in place due to members of the school community having severe nut allergies.
- Products that are labelled "May contain traces of nuts" are allowed.
- Parents/Guardians are asked to make the school aware where the student has such an allergy so a Health Care Plan can be put in place.
- Severe allergies may preclude a student from studying certain subjects such as Home Economics.

#### Appointments

- Students with dental/medical appointments etc must present a note from their parent/guardian to the office before 8.45am.
- Students may never leave the school grounds without written permission from a parent/guardian.

#### School Transport

- Bus Éireann can provide transport for students who are living more than 4.8km

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- In order to apply for Bus Éireann school transport you will have to contact Bus Éireann directly and apply online at [www.buseireann.ie](http://www.buseireann.ie), here there is a post primary schools section where you will have to register and apply.
- Bus Éireann transport costs €350 per child. This is paid to Bus Éireann directly in two instalments of €175.
- Tyndall College will be served by two private bus services, Please contact JJ Kavanagh Coaches or Dunnes Coaches Graiguecullen .

#### *Assisted Study / Evening Study*

- Assisted study for Junior Cycle, Monday- Thursday from 3:50- 5:00. Room 13.
- Supervised study for Senior Cycle, Monday- Thursday from 3:50- 5:30. Room 112.
- This costs €200 per annum this can be paid in two instalments .

## **Book Rental**

Tyndall College operates a schoolbook rental scheme. The cost of book rental is sent to parents/guardians in the summer prior to the commencement of school.

**BOOK RENTAL MEANS THE BOOKS REMAIN THE PROPERTY OF THE SCHOOL AT ALL TIMES AND MUST BE RETURNED UPON REQUEST.**

Students are requested:

- To take care of all schoolbooks and keep them in a neat and tidy condition
- Not to write or deface any schoolbooks.
- To return all schoolbooks at the end of the school year.

Students who return books in poor condition will be charged the full price for the book. The same will apply for books that are lost or defaced.

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## Lockers 2022 - 2023

### Lockers Ground Floor

Room 001	1 <sup>st</sup> Years
Room 004	1 <sup>st</sup> Years
Room 008 A	1 <sup>st</sup> Years
Room 008 B	1 <sup>st</sup> Years
Room 008 C	1 <sup>st</sup> Years
Room 023	1 <sup>st</sup> Years
Room 024	2 <sup>nd</sup> Years
Room 028	2 <sup>nd</sup> Years
Room 029	2 <sup>nd</sup> Years

### Lockers 1st Floor

Room 104	2 <sup>nd</sup> Year
Room 108	2 <sup>nd</sup> Year
Room 109	3 <sup>rd</sup> Year
Room 110	3 <sup>rd</sup> Year
Room 118	3 <sup>rd</sup> Year
Room 119	3 <sup>rd</sup> Year
Room 120	TY
Room 124	TY
Room 126	TY

### Lockers 2nd Floor

Room 202	5 <sup>th</sup> Year LCA
Room 203	5 <sup>th</sup> Year LCA
Room 207	5 <sup>th</sup> Year LCA
Room 208	5 <sup>th</sup> Year LCVP
Room 209	5 <sup>th</sup> Year LCVP
Room 215	6 <sup>th</sup> Year LCA
Room 216	6 <sup>th</sup> Year LCVP
Room 217	6 <sup>th</sup> Year LCVP
Room 223	Not in use

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## **Note on Lockers**

- Tyndall College assign each student their locker and coded lock.
- The locks used in Tyndall College operate on a combination code that is unique to each student.
- Students pay to rent their lock and locker through the book rental scheme.
- Students are given their own individual code for their lock.
- You may not leave class to go to lockers
- Lockers must be locked at all times. If an assigned locker is found to be without a lock then a red lock is attached. The student will not have access to their locker until they produce their lock or pay for the replacement lock which is €20.
- Students have no permission to swap, share or use any other locker assigned or unassigned.
- All unassigned lockers are under the direct responsibility of School Management and the Facility Management Company, they are locked and monitored.
- Students found interfering with lockers and locks of assigned or unassigned lockers or using any other locker assigned or unassigned will face sanctions.
- No other lock other than the official school lock may be used on lockers.
- Any items found in unassigned lockers will be confiscated and disposed.
- Students must return their lock at the end of the academic year. Student must pay €20 if their lock is missing /not returned at the end of the academic year.
- Students found culpable of vandalising, graffitiing or damaging school lockers or locks will be subject to sanctions and or fines. All damage must be paid for in full at the Parent/Guardian/Students expense. Students will also be subject to the Code of Behaviour.
- Students must clear their lockers before school ends for summer, any items left will be discarded
- Tyndall College reserves the right to search student lockers at any time without notice.
- Lockers and locks remain the property of Tyndall College at all times.

## **Litter Free School**

- Littering is not permitted any
- where within or around the school grounds.
- Every student is responsible for the tidiness of his/her classroom and litter should not be left for disposal by someone else
- A student is permitted to eat in an area designated for that purpose and at specific times only.
- Students who litter within the school grounds may be placed on litter duty for up to 1 week.

### **Principal**

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### **Deputy Principals**

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### **Chewing Gum**

- Chewing Gum is not permitted on the school grounds of Tyndall College.
- Students who chew gum on the grounds of Tyndall College will face the following sanctions:

First Offence: A request to dispose of the chewing gum.

Second Offence: Student placed on Evening Detention.

Third Offence: Student placed on litter duty for a period of one week.

### **Use of School Equipment Policy**

1. A student who damages school property will have to personally pay the cost of repairs or the replacement cost, whichever is appropriate.
2. A student who damages school property will face disciplinary action and may not be permitted to return to school until damage is paid for in full.
3. Serious damage to school property may result in the student being referred to the Board of Management for further sanctions.

### **School Corridors**

- Students are asked to walk on the left-hand side of the corridors at all times.
- Students are asked to line up in an orderly fashion outside their classroom when waiting on a teacher to finish class or after break/lunch time.

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## Bathrooms

- There are Designated Junior and Senior Student Toilets on each floor
- Please use the toilets on the floor where you class is timetabled
- There are only four students permitted in the bathrooms at any one time
- Students must use their designated toilets only.
- You will need to get a key from the teacher and a hall pass when leaving class to go to the bathroom. It is recorded on VSWare so the next teacher can also see who was out already.
- Students are not permitted to use the toilets during the first ten minutes and last ten minutes of the class.
- Students may not use toilets between classes without the permission of a teacher.
- At break and lunch students have access to bathrooms on the ground floor only.

### Ground Floor

Junior Female Student Toilets	Room 005	1st - 3rd Year Girls
Junior Male Students Toilets	Room 006	1st - 3rd Year Boys
Less Abled Toilet	Room 007	
Senior Female Student Toilets	Room 025	TY – 6th Year Girls
Senior Male Toilets	Room 026	TY – 6th Year Boys
Less Abled Student Toilets	Room 027	
Staff Toilet	Room 072	
Non – Binary Bathroom	Room 073	
Staff Toilet Male	Room 009	
Staff Toilet Female	Room 010	
Less Abled Toilet	Room 054	

### 1<sup>st</sup> Floor

Junior Female Student Toilets	Room 105	1st - 3rd Year Girls
Junior Male Student Toilets	Room 106	1st - 3rd Year Boys
Less Abled Student Toilet	Room 107	
Senior Female Student Toilets	Room 121	TY – 6th Year Girls
Senior Male Student Toilets	Room 122	TY – 6th Year Boys
Less Abled Student Toilets	Room 123	
Staff Toilet Male	Room 139	
Staff Toilet Female	Room 140	

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2<sup>nd</sup> Floor

Junior Female Student Toilets  
Junior Male Student Toilets  
Less Abled Student Toilet  
Senior Female Student Toilets  
Senior Male Student Toilets  
Less Abled Toilets  
Staff Toilet Male  
Staff Toilet Female

Room 204  
Room 205  
Room 206  
Room 218  
Room 219  
Room 220  
Room 234  
Room 235

1<sup>st</sup> – 3<sup>rd</sup> Year Girls  
1<sup>st</sup> – 3<sup>rd</sup> Year Boys

TY – 6<sup>th</sup> Year Girls  
TY – 6<sup>th</sup> Year Boys



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## General Regulations

1. Students are asked to be respectful and courteous to staff, guests and visitors at all times.
2. Students are asked to walk on the left hand side of the corridor when moving to and from class and at lunch time.
3. Students are asked to eat in designated areas only while on the school grounds.
4. Only the main stairs in the general assembly area are to be used by students to access the second floor. Students may not use the other stairs for access to/from the second floor.
5. The 3<sup>rd</sup> floor of the Tyndall College Building is OFF limits to ALL students.
6. Junior students may not leave the school grounds at lunch time. Senior students may leave the school grounds at lunch time only. All students must remain on school grounds at morning break. Breaches of this rule will result in automatic suspension.
7. Students may not enter unauthorised areas during the school day unless accompanied by a staff member. These unauthorised areas are:
  - The Further Education Campus Grounds
  - The Physical Education Campus Grounds
  - The car park area at the front of the main building.
8. Smoking or Vaping is strictly prohibited on school grounds. Breaches of this rule will result in automatic suspension.
9. Student conduct while in school or representing the school is very important.
  - Students involved in fighting will face automatic suspension.
  - A student who engages in a fight as a third or subsequent party will also face automatic suspension.
10. Tyndall College is an inclusive school and will not tolerate any intimidation of any member of our school community. Verbal abuse of any member of our school community will be taken very seriously and will result in serious sanctions beginning with automatic suspension.
11. Tyndall College recognises the special position of staff members in the community. Tyndall College Board of Management will not tolerate any abuse, intimidation or bullying of our staff during or outside of school hours. Breaches of this will lead to immediate Board of Management referral and automatic suspension.

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## Tyndall College Card System

In order to ensure the smooth running of the school and to account for the movements of students the following system has been established

- Green Hall Pass – Record on VSware Bathroom Tab

All teachers are given a Green Hall Pass and key. Students use this when they have permission to leave the classroom during lessons to go to the Bathroom, go to the office etc., and return to class.

- Blue Card Room 30/40/52/69 - Students with Additional Educational Needs

This card is student specific and is presented to the teacher when the student is in need of a sensory break or assistance. There is no need to question the student just let them leave class. They will go straight to their respective rooms.

- Purple Behaviour For Learning (BFL) Card

This card is for students receiving ongoing supports from the Behaviour For Learning Team. This card gives them access to Ms McAssey's room when they require a sensory break or assistance. There is no need to question the student, just let them leave. They understand they must report immediately to room 202

- Gold Senior Management Team (SMT) Card

This card is for students who a variety of social and emotional reasons need to have direct access to the Senior Management Team. The name of the students who have an SMT card is found on the dashboard on VSWARE. When a student presents this card to the teacher there is no need to question them, they go directly to the main office where a member of the SMT is located.

- Yellow School Completion Programme (SCP) Card

This card is for students who have been referred to the School Completion Programme and are receiving ongoing supports. Students use this card when they have an appointment scheduled with SCP during the school day. Please note if a student is receiving support from SCP and they go to the SCP office outside of the allocated time slot SLT are informed. SCP will record this on VSware with SCP. Please do not change where you see SCP on your roll.

- Guidance Card

Guidance Orange Card

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## **Tyndall College Online Code of Conduct**

Students and parents/guardians are reminded that the College has an Internet and Acceptable Usage Policy which is available on [www.tyndallcollege.ie](http://www.tyndallcollege.ie). It is important that parents/guardians and students revisit the policy from time to time and that they keep in touch through the media with developments in the world of computer technology. **Please see Appendix 2**

### **Cyberbullying**

Cyber bullies use the internet or mobile phones to send hurtful messages or post information to damage people's reputations of friendships.

### **Contract**

#### **At school, I agree**

- To learn and always obey the school rules when using the Internet in class
- Never to use the Internet in class without my teacher's permission
- To always follow my teacher's instruction when using the Internet in class
- To report any issue of the Internet to my teacher

#### **At home, I agree**

- To talk with my parents/guardians to learn the rules of Internet use which includes where I can go, what I can do, when I can go online and how long I can be online.
- Never to give out personal information such as my home address, telephone number, work address or telephone number of my parents/guardians, credit card number so the name and location of my school without the permission of my parents/guardians
- Always to tell my parents/guardians immediately if I see or receive anything on the Internet that makes me feel uncomfortable or threatened; this includes email messages, websites or even anything in the regular mail from friends.
- Never to meet anyone in person that I have met online
- Never to send pictures of myself, family members or other people through the Internet or regular mail without the permission of my parents/guardians
- Never to give out my internet passwords to anyone (even my best friends) other than my parents/guardians
- Never to do anything online that could hurt or anger other people or that is against the law
- Never to download, install or copy anything from a disk, memory key etc or the internet without prior permission
- Never to do anything on the Internet that costs money without the permission of my parents/guardians.

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### Don't Put Yourself at Risk

- Do not post or send information others could use against
- Watch the way you communicate and be careful not to insult/upset others

### What to do if it happens to you

- Do not reply or retaliate, this only gives the cyberbully a “win” and could make other people think that you are part of the problem
- Save a copy of the message that made you feel uncomfortable and try to figure out who the cyberbully is
- Make sure to tell your parents/guardians about it immediately and they can help you file a complaint
- Block the sender
- Remember, because it is digital, there is a trace of it somewhere

- **Internet safety sites and links**

- [www.esafety.ie](http://www.esafety.ie)
- [www.netsmartz.org](http://www.netsmartz.org)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.wiredsafety.org](http://www.wiredsafety.org)
- [www.digizen.org](http://www.digizen.org)
- [www.webwise.ie](http://www.webwise.ie)

### Who to tell.....

<i>Principal</i>	<i>Friend</i>
<i>Deputy Principal</i>	<i>Guidance Counsellor</i>
<i>Class Tutor</i>	<i>School Completion</i>
<i>Year Head</i>	<i>Office Staff</i>
<i>Subject Teacher</i>	<i>Family Member</i>

### What to expect.....

<i>Privacy</i>	<i>Relief</i>
<i>Listened to</i>	<i>Respect</i>

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*Safety*

*Reassurance*

*Feel stronger*

*Learn from experience*

*On-going support*

*Investigation of facts*

*How to tell.....*

*Verbal report*

*Note to staff member*



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## Code of Behaviour

Teaching and Learning are the most important activities in our school. If you interrupt learning, or continue to break the school rules these are the consequences which will follow:

<b>Tracking Card</b>	Students are given a Pink Tracking card if they are constantly late to class or seeking to get out of class and /or their movements around the building notably during class time require monitoring. It is completed by the class teacher and returned to the Year Head at the end of the week. This must be signed daily by parent / guardian.
<b>Stage 1</b>	If you interrupt learning, you will be given a note in your journal. You may be placed on detention or given written work to complete. If your behaviour does not improve you will be placed on a student monitoring card. (Green Card). This card must be signed daily by a parent/guardian. The card will be reviewed by your Year Head at the end of the week. The monitoring card may be extended if necessary. The card must be returned to the Year Head at the end of the week.
<b>Stage 2</b>	If disruption to teaching and learning and/or further breaches of the school code of behaviour continue, you will be placed on a student report card, stage 2(White Card). This is a more serious stage of our Code of Behaviour and you will meet with both your Year Head and Deputy Principal or Principal. Parents will be contacted to highlight the movement on to this stage of report. Supports will be put in place where necessary. The report card must be signed daily by a parent/guardian and will be reviewed by your Year Head at the end of the week. The report card may be extended if necessary. The card must be returned to the Year Head at the end of the week.
<b>Stage 3</b>	If disruption to teaching and learning and/or further breaches of the school code of behaviour continue, you will be placed on a student report card, stage 3 (Blue Card). This is a more serious stage of our Code of Behaviour. A parent/guardian will be called to attend a meeting to discuss the ongoing behavioural issue(s). Upon reaching stage 3 of the code of behaviour your file will be referred to the school Board of Management for review and future monitoring. The report card must be signed daily by a parent/guardian and will be reviewed by your Year Head at the end of the week. The report card may be extended if necessary. The card must be returned to the Year Head at the end of the week.

### Principal

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<b>Stage 4</b>	Upon reaching stage 4 of the discipline system you will be suspended for a period of 1-3 school days. You will be placed on a student report card, stage 4 (Yellow Card). Parent/Guardian will meet with the school Principal and you will be requested to attend a disciplinary meeting with members of the Board of Management, or you may be brought in front of a full Board of Management meeting. The report card must be signed daily by a parent/guardian and will be reviewed by the school Principal at the end of the week. The report card may be extended if necessary. The card must be returned to the Year Head at the end of the week.
<b>Stage 5</b>	Upon reaching stage 5 of the discipline system you will be suspended for a period of 5 school days. You will be referred to the Board of Management and placed on a student report card, stage 5 (Red Card). The Board of Management will arrange a meeting with Parent/Guardian and a recommendation for expulsion may be made to the Board by school management. The report card must be signed by a parent/guardian and will be reviewed by the school Principal at the end of the week.

All cards are the property of Tyndall College and must be return to the school. Failure to return cards will result in movement to the next stage of the discipline system.

The Tyndall College Code of Behaviour Operates on a five-stage system. Students will be given the opportunity to modify their behaviour as they move through the behaviour stages. We will engage with parents at all times as primary educators of our students.

#### Stage 1.

behaviour	Immediate Response	Actions to support improved behaviour
<p>Initial or Minor breaches of class/school rules.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Poor Punctuality</li> <li>• Not doing homework/classwork</li> <li>• Not having required class materials</li> <li>• Slight disruption of class</li> </ul>	<p>Verbal warning:</p> <p>Teacher challenges behaviour as being unacceptable. Teacher refers to Student Charter and references relevant section for student.</p> <p>Written:</p> <p>Teacher records in Journal under the appropriate heading:</p>	<p>Verbal agreement requested re future behaviour and compliance with Student Charter.</p> <p>Parents countersign journal note to indicate their awareness of incident and acknowledgement of breach of class rules.</p> <p>Teacher checks note at next</p>

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<ul style="list-style-type: none"> <li>Refusal to follow basic instruction from a staff member.</li> </ul> <p>(This list is not exhaustive)</p>	<p>Copies note to Behaviour Book profile and notifies Year Head</p> <p>Parent/Guardian contacted via the student journal and/or phone call.</p>	<p>class</p> <p>Member of Student Support Team will check student's card on a daily basis.</p> <p>If deemed necessary, the student may be placed on a student monitoring card. (Green Card)</p> <p>Student monitoring card may be extended if necessary.</p> <p>VS Ware is updated.</p>
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- When a student is placed on a Green Report Card it is the student's responsibility to:
  - Ensure that the card is filled in for every class.
  - Ensure that the card is signed by their parent every day.
- If a student loses a Green Report Card, the process returns to the first day.
- If the student's behaviour has not improved while on a Green Report Card they will move on to the next stage of Report.

### Stage 2

Behaviour	Immediate Response	Actions to support improved behaviour
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<p>Continued breaches of class/school rules.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Continued poor Punctuality</li> <li>Continuation of not doing homework</li> <li>Refusal to complete classwork</li> <li>Not having required class materials</li> <li>Continued disruption of class</li> <li>Refusal to follow instruction of a staff member</li> <li>Student bringing the school into disrepute. (fighting, etc)</li> <li>Use of a mobile phone or device when not permitted</li> <li>Teaching and learning has been disrupted to the point where the student has to be removed from class by a member of senior management.</li> </ul>	<p>Verbal warning:</p> <p>Teacher challenges behaviour as being unacceptable. Teacher refers to Student Charter and references relevant section for student.</p> <p>Written:</p> <p>Teacher records in Journal under the appropriate heading:</p> <p>Copies note to Behaviour Book profile and notifies Year Head.</p> <p>Parent/Guardian contacted via student journal and a phone call.</p> <p>Student may be placed on Evening Detention.</p> <p>HSCL to make a home visit</p> <p>Student Referred to School Completion team</p>	<p>Verbal agreement requested re future behaviour and compliance with Student Charter.</p> <p>Year Head Places Student on a White Report Card for a period of 10 school days.</p> <p>Member of Student Support Team will check student's card on a daily basis.</p> <p>Parent must sign the White Report Card on a daily basis</p> <p>Year Head meets with student at the end of the week to discuss report card.</p> <p>Limited timetable may be introduced.</p> <p>Report Card may be extended if necessary.</p> <p>VS Ware is Updated.</p>
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- When a student is placed on a White Report Card it is the student's responsibility to:
  - Ensure that the card is filled in for every class.
  - Ensure that the card is signed by their parent every day.
- If a student loses a White Report Card, the process returns to the first day.
- If the student's behaviour has not improved while on a White Report Card they will move on to the next stage of Report.

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Stage 3

Behaviour	Immediate Response	Actions to support improved behaviour
<p>Repeated breaches/ or more serious breach of class/school rules</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Continued poor punctuality.</li> <li>Continued lack of homework</li> <li>Not having required materials for class</li> <li>Continued disruption of a class &amp; impeding the learning of others</li> <li>Being disrespectful/threatening to teachers/other pupils</li> <li>Open defiance and refusal to follow instruction of a staff member</li> <li>Bullying (cyber bullying)</li> <li>Using mobile phone/electronic devices at times when not permitted</li> <li>Teaching and learning has been disrupted to the point where the student has to</li> </ul>	<p>Teacher challenges the behaviour as being unacceptable.</p> <p>Written Records in Behaviour Book:</p> <p>Immediate Referral to Year Head.</p> <p>Parent Contacted via phone and informed of seriousness of breach of Code of Behaviour.</p> <p>Referral of matter to Board of Management for discussion.</p> <p>Parent &amp; Student asked to attend a meeting with Year Head &amp; member of Senior Management Team.</p> <p>Student may be placed on evening/weekend detention.</p> <p>HSCL Intervention</p> <p>School Completion Coordinator</p>	<p>Year Head meets with pupil re: behaviour / any underlying issues causing the behaviour.</p> <p>Invites parent(s) to a meeting to discuss behaviour and how to improve it.</p> <p>Student is placed on a Blue Report Card for a period of up to 10 days.</p> <p>Year Head and/or member of SMT monitors Blue Report Card on a daily basis.</p> <p>Year Head arranges for Senior Management to see the pupil to assist pupil in understanding reasons for behaviour and reasons why it is not acceptable</p> <p>Makes reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability.</p> <p>Year Head Updates VSware</p>

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<p>be removed from class by a member of senior management.</p> <ul style="list-style-type: none"> <li>• Verbal Abuse of a staff member**** (also includes automatic 3 day suspension)</li> </ul>	<p>meets student on a daily basis</p> <p>Engagement with other agencies involved with student.</p>	<p>Limited timetable may be introduced/continued</p> <p>Report Card may be extended if deemed necessary.</p>
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- When a student is placed on a Blue Report Card it is the student’s responsibility to:
  - Ensure that the card is filled in for every class.
  - Ensure that the card is signed by their parent every day.
- If a student loses a Blue Report Card, the process returns to the first day and the student will also receive an evening detention.
- If the student’s behaviour has not improved while on a Blue Report Card, they will move on to the next stage of Report.
- Students who have reached stage 3 of the discipline system and are placed on a Blue Report Card will be referred to the Board of Management. The Board of Management may request to meet with the student and parent/guardian.
- Students and their Parent/Guardian will be made fully aware of the seriousness of this stage of Report.
- School Completion Programme and Home School Community Liaison will be actively involved with student and family.
- The Education Welfare Office (TUSLA) will be made aware of the fact that the student has reached stage 3 of the Tyndall College Discipline Stage.

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Stage 4

Behaviour	Immediate Response	Actions to support improved behaviour
<p>Repeated / Serious breaches of rules.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Disrespect to / malicious allegation against staff</li> <li>• Ongoing disruptive behaviour in class or elsewhere</li> <li>• Refusal to co-operate</li> <li>• Refusal to carry out reasonable request</li> <li>• Abusive, disrespectful language</li> <li>• Disrespectful to staff / other pupils</li> <li>• Stealing of property</li> <li>• Damage to property</li> <li>• Inappropriate use of mobile phone /electronic devices</li> <li>• Serious bullying</li> </ul>	<p>Teacher:</p> <p>Teacher challenges the behaviour as being unacceptable and pupil told to stop.</p> <p>Written:</p> <p>Records breaches on Behaviour Book and notifies Year Head (Teacher may write additional note to parent in Journal).</p> <p>Discusses behaviour with Year Head and decides strategies to improve behaviour.</p> <p>Parent/Guardian contacted via phone and in writing regarding the move to Stage 4.</p> <p>Student may be placed on evening detention.</p>	<p>Year Head:</p> <p>Contacts Parents and invites them to a meeting (with Principal/Deputy Principal). Conditions set re future behaviour [Parents and Pupil sign written agreement re: future behaviour]</p> <p>Decides strategies with class tutor and subject teacher in whose class misbehaviour is happening.</p> <p>Year Head arranges after school time detention.</p> <p>Report Card is monitored daily by Year Head and SMT.</p> <p>Student is placed on a Yellow Report Card for a period of 10 school days</p> <p>Principal makes referral to CAMHS / TUSLA</p> <p>Limited timetable may be introduced/continued</p>

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<ul style="list-style-type: none"> <li>Physical violence</li> </ul>	<p>HSCL Intervention</p> <p>SCP Intervention &amp; Other Agencies</p>	<p>Report may be extended if deemed necessary.</p> <p>Student on reaching stage 4 receives an automatic 3 day suspension.</p> <p>*Refers Pupil to BOM to consider the future of the pupil in the school</p> <p>(*NEWB Guidelines 2008)</p>
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- When a student is placed on a Yellow Report Card it is the student’s responsibility to:
  - Ensure that the card is filled in for every class.
  - Ensure that the card is signed by their parent every day.
- If a student loses a Yellow Report Card, they will receive an automatic one-day suspension and must then continue on the report card making up for the day lost.
- If the student’s behaviour has not improved while on a Yellow Report Card, they will move on to the next stage of Report.
- Students who have reached stage 4 of the discipline system and are placed on a Yellow Report Card will be required to attend a meeting of the Tyndall College Board of Management with a Parent/Guardian to discuss the ongoing poor behaviour.
- Students and their Parent/Guardian will be made fully aware of the seriousness of this stage of Report.
- School Completion Programme and Home School Community Liaison will be actively involved with student and family.
- The Education Welfare Office (TUSLA) will be made aware of the fact that the student has reached stage 4 of the Tyndall College Discipline Stage.

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Stage 5

Behaviour	Immediate Response	Actions to support improved behaviour
<p>Repeated / Serious breaches of rules.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Continued disrespect to / malicious allegation against staff</li> <li>Ongoing disruptive behaviour in class or elsewhere</li> <li>Ongoing refusal to co-operate</li> <li>Ongoing refusal to carry out reasonable request</li> <li>Ongoing abusive, disrespectful language</li> <li>Disrespectful to staff / other pupils</li> <li>Stealing of property</li> <li>Damage to property</li> <li>Inappropriate use of mobile phone /electronic devices</li> </ul>	<p>Teacher:</p> <p>Teacher challenges the behaviour as being unacceptable and pupil told to stop.</p> <p>Written:</p> <p>Records breaches on Behaviour Book and notifies Principal/Deputy Principal</p> <p>Principal/Deputy Principal meets with student and student is removed from classroom with immediate effect.</p> <p>Parent/Guardian informed via phone call and in writing of the move to Stage 5.</p> <p>Student faces immediate suspension</p>	<p>Principal/Deputy Principal:</p> <p>Contacts Parents and invites them to a meeting (with Principal/Deputy Principal).</p> <p>Parents are informed that their child is now suspended for a period of 5 school days.</p> <p>The student is placed on a Red Report Card. This Report Card is for a period of 10 school days.</p> <p>Principal Decides strategies with year head/class tutor and subject teacher in whose class misbehaviour is happening.</p> <p>Principal meets with the student on a daily basis to discuss behaviour.</p> <p>Principal makes referral to CAMHS / TUSLA</p> <p>School Board of Management are informed and will monitor the students Report Card for a period of 10 school days via the school Principal.</p>

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<ul style="list-style-type: none"> <li>• Serious bullying</li> <li>• Physical violence</li> </ul>	<p>HSCL Intervention</p> <p>SCP Intervention</p>	<p>If the student is unable to adjust behaviour, parents will be invited to Board of Management Meeting where the Principal may make a formal recommendation for permanent exclusion from Tyndall College.</p>
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- When a student is placed on a Red Report Card it is the student’s responsibility to:
  - Ensure that the card is filled in for every class.
  - Ensure that the card is signed by their parent every day.
- If a student loses a Red Report Card, they will receive an automatic two-day suspension and must then continue on the report card making up for the day lost.
- If the student’s behaviour has not improved while on a Red Report Card, they will be referred to the Tyndall College Board of Management where the Principal may make a referral for the permanent exclusion of the student.
- Students and their Parent/Guardian will be made fully aware of the seriousness of this stage of Report.
- School Completion Programme and Home School Community Liaison will be actively involved with student and family.
- Other agencies involved with the family of the student will be actively engaged at this juncture.
- All efforts will be made to find a workable solution to the ongoing issues.

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- The Education Welfare Office (TUSLA) will be made aware of the fact that the student has reached stage 5 of the Tyndall College Discipline Stage.

**NOTE:**

**The Monitoring and Report Cards. Pink Green, White, Blue, Yellow & Red remain the property of Tyndall College and must be returned to the school signed by a parent or guardian.**

**It is scanned to the Students File on Vsware and the hardcopy is kept in the students file.**

**We will work in partnership with parents to aid each student in managing their difficulties. In return we ask that parents do not withhold report cards. Remember, lost or withheld cards may result in further sanction.**

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## Specific Examples of breaches of the Code of Behaviour

Without affecting the generality of the above, the following are some specific examples of breaches of this Code:

- Obstruction/disruption of members of the school staff, agents of the school or other students in the performance of their duties
  - Obstruction/disruption of any other student in the normal pursuit of his/her course of study
  - Any violence or threats of violence or any abuse, either physical or verbal
  - Any bullying or harassment or any discrimination on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the Traveller community or perceived political belief or affiliation
  - Any bullying behaviour, on any grounds, will be dealt with in accordance with the school anti-bullying policy
  - Any behaviour that endangers the welfare of the individual or others
  - Making derogatory comments or allegations against a member of staff or other student either in person or utilising electronic media such as e-mail or social networking sites
  - Conduct likely to disrupt teaching, learning, examinations, study, research, or administration of the school
  - Failure to comply with any reasonable oral or written, individual or collective instruction(s) given by any employee or agent of the school in the execution of their duties
  - Abuse of alcohol or other substances on the school campus
  - Smoking in school buildings or on the school campus in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003. The use of nicotine propellants (including e-cigarettes) is also prohibited on the school campus. See Tyndall College Substance Misuse Policy for more.
  - Interference with the school's safety equipment, fire-fighting equipment, security systems or alarm systems
  - Damage, defacement, theft, misuse or use without authorisation of any equipment or property belonging to the Institute or the private property of an individual member of the Institute community
  - Student behaviour in the wider community reflects on the school and in particular, students are obliged to behave in a manner that will not bring the school into disrepute when outside the precincts of the school. This includes, but is not limited to, a student's work placement, field work or trips
  - Any behaviour that could damage the good name or standing of the school
  - If a student is the subject of a criminal investigation or has criminal proceedings pending against him/her or has been found to have committed a criminal offence, the school may initiate, proceed with and/or suspend a disciplinary procedure as seems appropriate to it.
- In such circumstances, it may also suspend the student in accordance with the procedure as laid down

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below pending the outcome of the criminal process and/or the disciplinary procedure

## Sanctions used by the school

When students are in breach of the Code of Conduct, sanctions may be imposed. Parents are advised of sanctions by phone and/or in writing or by a note in journal. The following is an alphabetic list of sample sanctions used in the school, and who is responsible for **implementing** these. This list is **not** exhaustive.

- Additional school work
- Apology
- Communication with parents/guardians
- Community Work within school grounds
- Confiscations
- Detention
- Evening detention
- Exclusion from extra curricular activities
- Expulsion (i.e. that his/her/their name(s) be removed from the school and that he/she/they be barred from the school premises permanently) – Principal (reported to the Board of Management, open to Appeal Process)
- Loss of privileges
- Lunchtime detention
- Reasoning with student
- Reprimand or verbal warning Reprimand (a formal reprimand, with a warning that the present breach will be taken into consideration if a further breach of the Code is subsequently established)
- Request to re-register/re-enrol – Principal (reported to the Board of Management)
- Suspension for a stated period or disbarment from certain activities or suspension from the school until he/she/they has/have complied with the requirements laid down – Principal (reported to the Board of Management, open to Appeal Process)
- Time-back
- Student Tracking Card
- Weekly report cards

It is Tyndall College's policy that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined, his or her parents/guardians and the school, and not subject to

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discussion with other parties, whether involved or not in the matter.

In addition to any penalty or discharge, an order may be made requiring the payment of debt, damage or compensation under the further penalty of suspension or expulsion.

### **Conducting Searches:**

The Principal / Deputy Principals or a Teacher with responsibility for lockers may request a pupil to show the contents of their schoolbag / pockets, outer clothing, pencil case or any personal property. This would normally happen in the presence of a second pupil and a second member of staff. If the pupil refuses, sanctions will be applied in accordance with the Code of Positive Behaviour.

The Principal may authorise the searching of a pupil's locker or school property without the consent of the pupil. Searches, with or without consent, should only be undertaken when there are reasonable grounds for suspecting that a pupil has a prohibited or stolen item in their possession.

The Principal / Deputy Principals or a Assistant Principal may request a pupil to show the contents of their schoolbag / pockets, outer clothing, pencil case or any personal property.

Where the Principal, or staff authorised by the principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate. The principal may contact the Gardaí for advice on how best to proceed.

Searches will be conducted in such a manner as to minimise embarrassment or distress.

Any search of a pupil's personal property or possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil's property is searched, the searcher and the second member of staff

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present will usually be the same gender as the pupil. This may not be the case, however, where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practical to summon another member of staff.

### **Prohibited items:**

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco, cigarette papers, e-cigarettes, vapes, fireworks and pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to or damage to the property of any person (including the pupil)
- Any other items as defined in law from time to time
- Any other items as prescribed by the Board of Management from time to time.
- This list is not exhaustive.

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### **Roles and Responsibilities:**

At the beginning of each school year, the Year Heads along with the Principal, Deputy Principals and where applicable Year Heads, Assistant Principals, Class Tutors will constitute the Positive Behaviour Strategy Team for that school year and they will review and evaluate the Code of Positive Behaviour. The Year Heads, working closely with Class Tutors and subject teachers, will oversee the on-going implementation of the policy. Throughout the year the Year Heads will advise the senior management team on new initiatives to promote positive, respectful behaviour in our school. The Principal is committed to providing / arranging CPD for the Year Heads in relation to the promotion of positive behaviour.

### **Reviewing and Evaluating the Policy:**

The policy will be reviewed and evaluated by senior management on an ongoing basis. The on-going review and evaluation of this policy will take cognisance of changing information, legislation or guidelines [e.g. from the Department of Education and Skills (DES), the National Education Welfare Board (NEWB)], and feedback from teachers, parents and pupils. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Pupils, staff and parents are aware of the COPB e.g. through the prominent display of the Student Charter in the school, its' publication in the School Journal and on the school website; through the excellent behaviour of the vast majority of our pupils; through the improved behaviour of the small number of pupils who present with challenging behaviours. Positive feedback is received from pupils, parents, staff and others in relation to the COPB and in relation to how our pupils behave both within the school and in the wider community.

### **Communication:**

If a pupil has concerns regarding the implementation of the COPB in relation to their own behaviour or the behaviour of another pupil(s) they may speak to their Class Tutor (where applicable), Year Head, Deputy Principal or Principal.

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The principles of natural justice will be applied and each pupil will be enabled to express and resolve their concerns most probably with the assistance and input of their parents. Apart from suspension or expulsion, a pupil will not have the right to a review of a sanction under the COPB.

Likewise, if parents have concerns regarding the implementation of the COPB in relation to their sons' / daughters' behaviour or the behaviour of other pupils, they should speak to the Year Head in the first instance. The Year Head will work with the parents to resolve the concerns. At all times, the school will seek to find a reasonable, proportionate and fair solution.

### **Summary Procedure – Suspension and Expulsion**

The Principal on behalf of the Board of Management has the right to suspend students and such right may be invoked by him/her at his/her sole discretion. Where the Principal has suspended a student, the Board of Management at its next meeting shall have power to continue such suspension. If the Board of Management decides to continue the suspension, the appropriate disciplinary procedures shall be initiated without delay. During the period of suspension imposed by the Principal and such subsequent period as the Board of Management may decide, the students(s) inter alia will not be permitted to take any part in the academic activity of the school, such as classes, laboratory classes, fieldwork, examinations, work placement, etc.

The Principal following a decision by the Board of Management has the right to expel students and such right may be invoked by him/her following such a decision by the Board. Students may be suspended during the disciplinary process from attending the school in the event of a situation where the health and safety of a member of the school community is at risk and/or any conduct that seriously contravenes the good name of the school. Where the Principal has suspended a student, the Board of Management at its next meeting shall have power to continue such suspension pending the outcome of the disciplinary process or to overturn the decision of the Principal.

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## Suspension

### Definition

Suspension is defined as requiring the student to absent himself or herself from the school for a specified, limited period of school days.

During the suspension the student retains their place in the school. Suspension will be a proportionate response to the behaviour that is causing concern. Suspension is an agreed sanction of the Code of Behaviour of Tyndall College and its purpose is to address a student's behaviour.

Suspension will:

- Enable the management of Tyndall College to set behavioural goals with the student and their parents/guardians.
- Give the staff of Tyndall College an opportunity to plan other interventions.
- Impress on the student and their parents/guardians the seriousness of the behaviour

The decision by the Principal to suspend a student requires serious grounds such as the following examples, which are not exhaustive:

- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student's continued presence in the school at this time constitutes a threat to health and/or safety
- The student is responsible for serious damage to property
- Continuous breaches of the Code of Positive Behaviour.
- Fighting, Smoking, Leaving School Grounds – as per Code of Positive Behaviour

A single incident of serious misconduct may be grounds for suspension

### Forms of suspension may include:

- Immediate suspension
- Suspension during a state examination
- Automatic suspension

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### **Procedure for Suspension of a Student:**

1. Principal/Deputy Principals/Behaviour Committee will investigate issue at hand by meeting all parties involved.
2. Principal/Deputy Principals will contact parent/guardian via phone outlining issue.
3. Parent/Guardian/Student are given the right to respond to the issue.
4. Principal will outline detail of suspension in writing to parent/guardian.
5. Parent/Guardian will be informed in writing of right of appeal.
6. In the case of all suspensions, upon return a parent/guardian must accompany the student and the student will be placed on the relevant stage of the Tyndall College discipline ladder.

*Note: The Behaviour Committee consists of: The Principal, Deputy Principals, Relevant Year Head and or Coordinator & Special Education Needs Coordinator and/or Behaviour For Learning Coordinator where appropriate.*

### **Implementing the suspension:**

The Principal will notify the parents and the student in writing of the decision to suspend. the letter will confirm:

- The period of the suspension and the dates on which the suspension will begin and end
- The reasons for the suspension
- Any study programme to be followed or exercise to be completed.
- The arrangements for returning to school, including any commitments to be entered into by the student and the parent/guardian.
- The provision for an appeal to the Board of Management

### **The period of suspension:**

A student will not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective.

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### **After the suspension ends**

A period of suspension will end on the date given in the letter of notification to the parents/guardians about the suspension.

The Parent/Guardian may be requested to attend with the student upon his/her return to school. A verbal or written apology may be required from the student for the misbehaviour.

Any work given to the student to complete during the suspension will be given to the school authorities. The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

### **Re-integrating the student**

The school will help the student to take responsibility for catching up on work missed. The Class Tutor, Year Head or Behaviour Support Teacher will provide support to the student during the re-integration process.

The student may also be placed on the relevant stage of the Tyndall College Code of Positive Behaviour report system to reinforce good behaviour and support the student through the integration process.

### **Clean slate**

When any sanction, including suspension, is completed, a student will be given the opportunity and support for a fresh start.

Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed the school will expect the same behaviour of this student as of all other students.

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## Appeals

The Board of Management will offer an opportunity to appeal a Principal's decision to suspend a student. A Parent/Guardian may lodge and appeal of a suspension at any stage including if the suspension has already been served.

If the student appealing suspension is 18 years or older he or she may appeal in their own right.

All appeals must be made in writing with the grounds for appeal clearly stated.

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## **Expulsion:**

### **Definition:**

Expulsion is the ultimate sanction imposed by the Board of Management of Tyndall College on a student and as such, will only be exercised by the Board of Management in relation to cases of extreme indiscipline.

In cases where the Principal judges that a student's actions are such that exclusion should be considered, the Principal will refer the matter to the Board of Management.

The decision by the Principal to recommend the expulsion of a student requires serious grounds such as the following examples, which are not exhaustive:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to health, welfare safety of members of the school community
- Exhaustion of the school discipline procedures as outlined in the school discipline structures where a student has failed to comply with the procedures outlined and the school has exhausted all of its resources in attempting to improve the student's behaviour.
- The student is responsible for serious damage to property

A single incident of serious misconduct may be grounds for expulsion.

There may be exceptional circumstances where the Board of Management on the recommendation of the Principal forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include, but is not exhaustive:

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- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- supplying illegal drugs/substances to others in the school
- sexual assault
- The sale, supply or use of illegal substances on school grounds or in school uniform out of school.
- The abuse, intimidation or bullying of any staff member, verbal or via social media/internet.

Notification of suspension/expulsion will be communicated in writing to the student's parent/legal guardian. All notification of suspensions/expulsions will be administered and managed formally in writing. Notification of expulsion will be communicated in writing to the Educational Welfare Officer and Tusla.

#### **Form S29 1(a) and 1(b) V2 16 Nov 2020**

#### **The procedures followed in respect of expulsion are as follows:**

- A detailed investigation carried out under the direction of the Principal. The student, parent/guardian are notified in writing of the nature of the complaint, ensuring that parents have records of the allegation against the student, the investigation itself and written notice of the grounds on which the BOM is being asked to consider expulsion.
- Student and parent/guardian are given an opportunity to respond before any decision to expel is imposed.
- A recommendation is made to the BOM by the Principal regarding proposed expulsion, giving BOM the same comprehensive records as have been given to parents.
- Parents are notified, giving them the adequate notice and time to prepare, of the date of hearing by the BOM. They are invited to the hearing and advised of their right to make a written or oral submission to the hearing by the BOM.
- On deciding to expel, The BOM notifies the Education Welfare Officer in writing of its opinion and the reasons for its opinion. The decision to expel form is sent by the BOM secretary to Túsla head office. The student cannot be expelled before the passage of 20 school days from the date on which the EWO receives this written notification.

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- When this 20-day period has elapsed the BOM formally confirms the decision to expel and parents are notified in writing that the expulsion is to proceed. Confirmation to expel form is also sent to Túsla head office.
- Parents and the student are told about the right to appeal to the DES and supplied with the standard form on which to lodge an appeal, this is the **Section 29 Appeal Form** which is forwarded to the Section 29 Appeals Administration Unit.
- The formal record should be making of the decision to expel the student. The decision to expel is notified to the EWO in accordance with legislation.
- The school's decisions are made and implemented in line with Section 23 of the Education (Welfare) Act 2000 and NEWB guidelines. The rules of natural justice are adhered to. All expulsions are reported to the Educational Welfare Officer as required by law.

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## **Appendix 1 Tyndall College – Parent Charter**

### **Parents/Guardians of students at Tyndall College can expect:**

- To play an active role in the development of school policies.
- To have access to all data relevant to their child.
- An environment that encourages the sharing of issues and concerns.
- That your concerns will be dealt with professionally and sensitively.
- To participate in a properly constituted Parents Association.
- To be greeted at the school in a cordial and professional manner.
- To be informed and consulted where appropriate.
- An atmosphere of tolerance and respect for diversity.

### **Parents/Guardians of students at Tyndall College are expected to:**

- Encourage and support your child and the school, positively.
- Attend meetings at the school which concern your child.
- Support the principals of Attendance and Punctuality.
- Ensure that your child is in full school uniform on a daily basis.
- Monitor internet and mobile phone usage and the school journal.
- Sign your child's student journal on a weekly basis.
- Listen to both your child and to the school when issues arise.
- Inform the school of any change of circumstance which may impact on your child at school.
- Promote the interests of Tyndall College in the wider community
- Respect diversity and the rights of all in the school community

The Tyndall College Parent Charter has been ratified by the Tyndall College Parents Association

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## Appendix 2 Internet Acceptable Usage Form Permission Form

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

Data Protection (Amendment) Act 2003, Child Trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 1989 and The Data Protection Act 1988/2018.

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet.

I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution is taken by the school to provide for online safety, but the school cannot be held responsible for issues, matters and/or events which subsequently arise if students access unsuitable websites.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In relation to the school website and social media I hereby grant permission to management of Tyndall College Carlow to publish content and photographs which refer to /include my child if the school considers it appropriate.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Tyndall College Carlow Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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# Health and Safety Control of COVID-19 Policy for Students

## **Principal**

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## **Template Health and Safety Control of COVID-19 Policy for students Advisory Note for schools in using this template**

This template Health and Safety Control of COVID-19 Policy for students has been developed by the Department of Education and is intended as a guide for schools in how they can set out for students and parents/guardians, the COVID-19 health and safety control measures to be followed by students in their school and ensure that any non-adherence to the measures concerned can be addressed by the school through the school's code of behaviour for students.

As individual circumstances and codes of behaviour may vary from school to school, it may be necessary for some schools to adjust the template having regard to the specific provisions in the school's own code of behaviour and/or to their own particular circumstances. Every school should therefore ensure that any adjustment required is made prior to adopting and implementing this template policy. In that regard it is also very important for schools to be aware that any disciplinary sanction taken by a school against a student must be in accordance with the school's code of behaviour and relevant requirements of the EWS guidelines on Developing a Code of Behaviour and the Education Welfare Act 2000.

Schools are also reminded of the need to support the implementation of this policy by:

- Focussing on creating a positive and safe environment for teaching and learning in the particular context of COVID-19
- Ensuring that all students are made aware of the public health requirements as they relate to schools in a COVID-19 context and the particular context of the students' own school
- Encouraging students to take personal responsibility for their actions and create and nurture a positive climate that reinforces good behaviour

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## Health and Safety Control of COVID-19 Policy for students

### TYNDALL COLLEGE CARLOW

#### 1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the board of management/ETB of [Tyndall College Carlow ] as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

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## 2. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

## 3. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID -19 in the school

### Standards of Behaviour expected of students

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should: `
- cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene

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- cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
- keep contaminated hands away from the eyes and nose
- carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
- not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;
- not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;
- not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- telling a teacher or other member of staff where a student feels unwell at school. In that regard –the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
- parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

Note – schools should review the above list and adjust or add items where necessary having regard to its own particular circumstances

**Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread.**

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#### 4. Failure to comply with the standards of behaviour

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of Tyndall College Carlow and s/he may be subject to sanction up to and including suspension or permanent exclusion.

Any actions or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provisions of the school's code of behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary,

from the school premises with immediate effect, pending any further action to be taken in accordance with the school's code of behaviour.

The plan will be updated annually in SEPTEMBER

This policy was adopted by the Board of Management on \_\_\_\_\_ [date].

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

(Chairperson of Board of Management)

(Principal and Secretary of the Board of Management )

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_

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